

## **Executive Service Position Announcement**

### **TN Volunteer Challenge Academy Human Resources Analyst**

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#### **Position Description:**

The Tennessee Military Department is currently accepting resumes for the position of Tennessee Volunteer Challenge Academy (TNVCA) Human Resources Analyst. Under the direct supervision of the Military Department Human Resources Director, this position will work at the Tennessee Volunteer Challenge Academy to assist with high volume HR needs of the Academy to include internal and external affirmative action; employee relations; managing agency performance evaluations, career counseling, employee feedback and other employee services programs; employee learning and development; interviewing; supervising human resources transactions, payroll and benefits sections; monitoring organizational structure and classification; interpreting and enforcing human resources rules, regulations, policies and procedures and coordination of special events and projects. The selected candidate must be willing to work a flexible schedule which may include evenings, weekends or additional hours.

**Annual Salary: \$36,636**

#### **Benefits:**

Insurance (Health, Dental, Life, Vision), Annual, Sick and Military Leave, Flexible Benefits Plan, Retirement, Higher Education Fee Waivers Discounts.

For additional benefits: <http://www.tn.gov/hr/topic/benefits>

#### **Essential Job Duties:**

- Under the direction of the Military Department Central Human Resources office, this position will work at the TNVCA to help facilitate and coordinate all aspects of Human Resources needs for the Academy to include coordination of employee and candidate background check results to identify possible findings and determine next steps, preparing and processing human resources transaction documents for employee appointments (hiring), promotions, demotions, reclassifications, separations, terminations, transfers, retirements, and information at the direction of the HR Director
- Under the direction of the Military Department Central Human Resources office, interpret human resource rules, regulations, policies and procedures
- Under the direction of the Military Department Central Human Resources office, explain semi-specialized matters or human resources procedures and regulations to TNVCA personnel
- Under the direction of the Military Department Central Human Resources office, coordinate all aspects of employee separation/resignation, submit ePAFs (personnel action form on Edison) and follow up on ePAF transactions.
- Under the direction of the Military Department Central Human Resources office, provide administrative support to the HR Director and Manager to include filing, file retrieval, formatting salary letters, maintaining files in HR files in accordance with State of Tennessee, DOHR and Military Department policies, procedures and rules to ensure rapid file retrieval of information for HR inquiries, typing memoranda, letters, policies, and other required correspondence

## **TN Volunteer Challenge Administrative Assistant (Human Resources Analyst) cont'd**

- Under the direction of the Military Department Central Human Resources office, brief and train TNVCA State employees concerning benefits options and serve as the liaison for benefit functions with the Military Department Central HR Office
- Under the direction of the Military Department Central Human Resources office, track all new employees to ensure the use of Edison Employee Self Service (ESS) to enroll or waive benefits by running the New Employee Query weekly
- Under the direction of the Military Department Central Human Resources office, respond to general benefit questions from TNVCA employees and coordinate with central HR Office
- Under the direction of the Military Department Central Human Resources office, attends all benefits conference calls and meetings and reports updates to the HR Office
- Under the direction of the Military Department Central Human Resources office, conduct New Employee Orientations and on-boarding meetings as required to educate new hires on departmental, state, and federal rules, regulations, guidelines, benefits, processes and procedures
- Under the direction of the Military Department Central Human Resources office, Time and Labor Administrator for the TNVCA staff to include analyzing leave and attendance documents, overtime reports and payroll matters, and ensure all staff members time and attendance is entered timely and accurately

### **Competencies Required for this position:**

- Ethics and Values
- Integrity and Trust
- Written Communications
- Perseverance
- Customer Focus
- Informing
- Problem Solving
- Organizing
- Organizational Agility
- Dealing with Ambiguity
- Standing Alone

### **Minimum Qualifications:**

- Graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year of professional human resources work, OR Qualifying full-time professional or paraprofessional human resources experience may be substituted for the required education on a year-for-year basis, to a maximum of four years.
- Ability to communicate effectively both orally and in writing
- Required to work a flex work schedule to meet the program needs.
- Must be detail oriented and highly organized with the ability to work independently with minimal supervision.
- Must have the ability to work and communicate effectively with employees, peers, superiors, subordinates, agency personnel and the public.
- Must have working knowledge of Microsoft Office Programs (Word, Excel, PowerPoint, Outlook, etc.)
- May be required to attend formal Youth Challenge staff training courses (up to one week each) and on the job training at another National Guard Bureau Youth Challenge Program (up to 2 weeks)

## **TN Volunteer Challenge Administrative Assistant (Human Resources Analyst) cont'd**

- Possess a valid State driver's license, to include a Driver's License Validity Check every six months as outlined by the State of Tennessee Operation of Motor Vehicles by State Employees Policy #12-056, and in order to meet the requirements of the TNVCA
- Must be willing to work beyond established regular state business hours/days of operation when necessary to accomplish program activities and requirements
- Must comply with State Department policies and other procedures governing workplace conduct
- Must be willing and committed to following the NGYCP-CA Hands-Off Leadership Guidance which states in part that no Staff member may touch a Cadet in an aggressive manner for any reason, or use abusive language as a means of discipline or coercive leadership. Hands-Off leadership prohibits Staff members from using unprofessional language, including profanity, vulgarity or off-color jokes when interacting with, correcting or motivating Cadets. The uncompromising standard for behavior and language on the part of Staff is nothing less than complete transparency and total professionalism.
- Employee will undergo an extensive background check. Applicants for this position must be willing to be fingerprinted for the purposes of the completion of a TBI/FBI Criminal background check; applicants must authorize release on any investigative and criminal records obtained by the Federal Bureau of Investigation to the Tennessee Military Department. The data may be used in the initial employment appointment process to evaluate eligibility for employment
- Must be willing and able to participate in periodic background checks in accordance with Department policy. Failure to successfully complete any required background check may be cause for termination

### **How to Apply:**

Submit your resume detailing your experience in meeting the above requirements for the TNVCA to:

**Robin Inglis**

[Robin.inglis@tn.gov](mailto:Robin.inglis@tn.gov)

**(Subject line should read: Resume for TNVCA Human Resources Analyst)**

**Deadline to Apply: January 10, 2020**

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*